



# SERVE DIRECTORY



*"And he gave the apostles, the prophets,  
the evangelists, the shepherds and  
teachers, to equip the saints for the work  
of ministry, for building up the body of  
Christ..."*

*Ephesians 4:11-12*



# A *NEXT* *POINT* IN PARKVIEW LIFE



Ministry Teams are groups designed with the purpose of supporting the ministry of the church through the service of its members. They provide opportunities for the congregation to participate in the service of the Lord through using their gifts, talents, and skills to assist in fulfilling the church's mission to Love God, Love People, and Make Disciples.

At Parkview, it is our desire for every member to have a place to serve the Lord in his church, which is why we have included it as one of our Pathway Points on the Parkview Life Pathway.

Each team will be given a coordinator that is responsible for leading and facilitating the team. This coordinator will be appointed by the pastoral staff and approved by the trustees. They will work in conjunction with the pastoral staff to accomplish the team's purpose.

The idea behind a 'team ministry' approach is that anyone is able to serve on a team. Certain teams have restrictions placed on the manner of appointment and qualifications for serving. With some teams, there will be open and ongoing opportunities; others will have some restrictions as far as service goes.

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**Serve Directory**  
*Next Points*





With some teams there is an open opportunity, but with others, there will be some restrictions as far as service goes. One example is service on several of the Administrative Teams. For service on Trustees or any of the two Standing Committees of the Church, appointment must be in a manner consistent with the process outlined in the Church By-laws.



## *Ministry Teams*



In an effort to have on ramps into ministry, we have constructed a serve directory. This directory outlines our goals for serving the Lord in his church.





Parkview Baptist Church | Serve Directory

## ON RAMPS FOR MINISTRY

The interstate system is a wonderful thing. Think of the time that has been cut off of a regular trip somewhere because of the ability to go at a higher speed and in a straight line. You would not be able to enjoy the convenience of the interstate, however, without an important part of the infrastructure: an on ramp.



The on ramp serves as the access point to get to the interstate. It is probably something we take for granted a lot, but it is vital if the roadway is going to be accessible.

With that picture in mind we want to create on ramps into ministry for the members of Parkview Baptist Church. We want everyone to be serving in some way, so on ramps are vital to getting people on the road.

**Serve Directory**  
*On Ramps*





## EQUIPPING IN MINISTRY TEAMS

In Ephesians 4:11-12, we see that the shepherds and teachers, which represent the pastors of the Church, are to equip the saints for the work of ministry. This demonstrates the vital role of equipping that pastors are to engage in, but also the calling that every believer should be engaged in ministry. Our goal is twofold: to encourage every member to serve and to provide a mechanism for them to do so.

**“Our goal is twofold: to encourage every member to serve and to provide a mechanism for them to do so.”**

“And He gave the apostles, the prophets, the evangelists, the shepherds and teachers, to **EQUIP** the saints for the work of ministry, for building up the body of Christ...”



Ecuador Mission Team - 2024



Serve Directory



Vacation Bible School - 2025



Ecuador Mission Team - 2022



# PRACTICAL PHILOSOPHY

Some teams will serve on a short-term basis and dissolve after their work is completed. Others, however, will be “standing” in the sense that their work will be ongoing. Coordinators should be appointed for a certain period of time with a contingency for a period of rest so as not to wear them out. Periods of enlistment should be given frequently to highlight the opportunities to serve.

The Pastors and Church Staff will be the liaisons for resourcing these teams and coordinators. In some cases, staff members will serve as the coordinators for the individual teams. Teams can be added based on assessed needs or an individual’s desire for ministry outreach into the community.



## SAMPLE:

## HOW DOES IT WORK?

A church member would like to work at the Baton Rouge Food Bank and would like a team. This individual would reach out to the Pastoral Staff and communicate that desire. The Pastors would assess whether this area of service is consistent with the Mission and Core Values of the Church and appoint this team, and lend support to publicity and enlistment of the team. The requesting individual could then be appointed as the coordinator for that team. In most cases, the expectation would be that the individual requesting the establishment of the team would be expected to be the coordinator for that team. Most teams formed through this process will be short-term teams that would dissolve once their specific task is completed. Not all requests can be accommodated. Individuals are always encouraged to get involved in serving in the Baton Rouge community with the effort of making the gospel known.

Let's now see what a ministry team description would look like!

**Serve Directory**  
*Practical Philosophy*



# MINISTRY TEAM DESCRIPTION



## >>> **TEAM NAME**

Christmas Season Decorating Team

## >>> **FUNCTION**

To decorate visible, and highly trafficked areas for Christmas

## >>> **COORDINATOR**

Insert Name of Coordinator Here

## >>> **ROLE OF COORDINATOR**

To schedule a date, communicate with those signed up for the team, and oversee the placement of decorations. Then, schedule a date for the takedown of those decorations sometime after Christmas before January 10th. The coordinator should touch base with the Pastoral Staff and church office for collaboration in the decision of what areas and decorations should be used.

## >>> **SCOPE**

Decorate the Sanctuary, Lobby, and Mission Cafe for the Christmas Season. If any other areas are desired, the coordinator should get the specific approval of the Pastoral Staff. This step helps avoid any conflict with school areas and functions.

## TERMS & DEFINITIONS

### Function:

The purpose of the group

### Coordinator:

Individual responsible for leading and facilitating the team

### Role of Coordinator:

Expected function of coordinator

### Scope:

Expected work of the team





## >>> **LENGTH OF SERVICE**

Seasonally

## >>> **SPECIFIC TYPES OF SERVICE**

Decorators - The role of these individuals will vary depending on what they are decorating.

Other roles will be assigned as needed.

## >>> **ENLISTMENT PERIOD**

Once Yearly from September 1st through October 1st

## >>> **SPECIAL NOTES**

The coordinator should try to make this accessible to as many people as possible. This may involve scheduling two days or a combination of times to decorate. Certain areas can also be done at certain times as well. The suggestion would be for either weekend times, or a combination of weekend days and weekdays. Advanced coordination with the maintenance staff through the office will be needed to ensure decorations are available from their storage locations. Advanced planning allows for the survey of what decorations are available.

### Length of Service:

Length of time the teams will function

### Specific Types of Service:

More detailed description of service

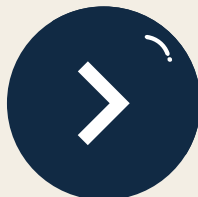
### Enlistment Period:

Period of time that the team will enlist members

### Special Notes:

Any other information that should be noted

SAMPLE



**Serve Directory**  
Ministry Team Description

# Frequently Asked Questions



WHAT IS THE DIFFERENCE BETWEEN A MINISTRY TEAM AND A CHURCH COMMITTEE?

Both serve important functions within the Church. Both accomplish ministry for the Church. The major difference is that a Church Committee is usually structured where the members are elected and it is a closed group. A Ministry Team is designed to allow anyone with a desire to serve the opportunity to be a part of the team. While certain teams only function for short periods of time, some are longer term and continual. Being a team member means that you can sign-up to serve at anytime.



The Ministry Team Coordinator is the frontline person who handles communication, information sharing, and planning. He or she can give you more information. The church office can also help with information regarding specific teams and their functions.

WHO CAN I TALK TO ABOUT WHAT A TEAM'S FUNCTION IS?

WHAT IS A MINISTRY TEAM COORDINATOR?

The Team Coordinator is the person responsible for managing and planning the work of the team.





## HOW DO I GET ON A TEAM?

We have regular periods of enlistment where you will be encouraged to sign-up to be a part of a team. You can also call the church office anytime and sign-up to get onto a team. Some teams meet occasionally and some just do ministry when it arises. By signing up to be a team member, you will be put into the pipeline for information coming from that team.

## HOW ARE MINISTRY TEAM COORDINATORS APPOINTED?

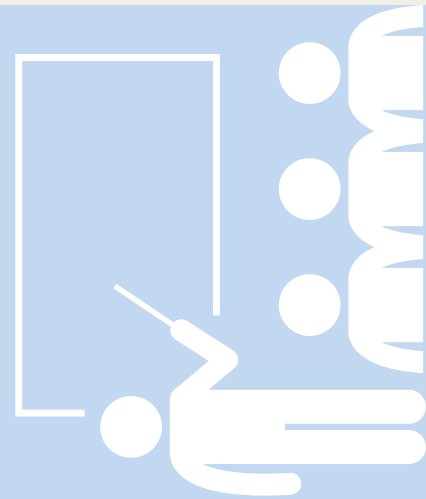
The Pastoral Staff appoints the Ministry Team Coordinator.

## HOW DO MINISTRY TEAM COORDINATORS KNOW WHAT TO DO?

There are trainings and meetings to help coordinate the work of the Ministry Team Coordinators.

## WHAT TEAMS ARE AVAILABLE FOR ME TO SERVE ON?

While new teams are formed frequently and some disband after their work is done, there is a listing within this directory of the different ministry teams that we have.



# FAQS

# MINISTRY TEAMS

**Here you will find a brief overview of each ministry area. Every role plays a vital part in creating a church environment where people feel loved, supported, and drawn closer to Jesus.**

## ***Baptism Prep Team***

### ***Function:***

Ensure baptistry is filled and ready for baptisms as needed. Make sure robes and towels are available and cleaned after each use.

### ***Coordinator:***

Sarah Finn

### ***Length of Service:***

No specific length; as the Lord leads and as needed.

### ***Special Notes:***

- Female to help female candidates prepare
- Male to help male candidates prepare

\*Background checks are required for all volunteers interacting with children



## ***Ready to Serve at Parkview?***

To sign up to any of these Ministry Teams, fill out a Serve Form by visiting the Welcome Table or scanning the QR Code on the bottom right corner of the page. You can also visit [www.pbcbr.org/serve](http://www.pbcbr.org/serve)

## **Children's Ministry Team**

### **Function:**

To lead in Children's Ministry by serving in various roles for Sundays, Wednesdays, and trips/events.

### **Coordinator:**

Director of Children's Ministries (Gina Wilson)

### **Length of Service:**

As the Lord leads, talk with the Pastoral Staff and Director of Children's Ministries.

### **Specific Types of Service:**

- Sunday School Teacher – prepare and teach appropriate lessons as assigned
- Midweek Volunteer – serve in a variety of roles to provide a safe, engaging environment for children to worship and fellowship
- Check-in – meet attendees on Sunday mornings and Wednesday nights to assist with check-in, especially for guests
- Event Leader – participate in events by interacting with students and ensuring that all things necessary for the event to happen are in place. Driving is sometimes required.
- Trip Leader – travel with children on trips (camps, retreats, etc.) and participate in all activities as required. Driving is sometimes required.

### **Special Notes:**

·Each volunteer is asked to interact with the Family Ministry Leader Manual and sign a Family Ministry Volunteer Agreement.

\*Background checks are required for all volunteers interacting with children

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## **Choir**

### **Function:**

To help lead in worship at the 8:30 Sunday worship services and at other special events (such as the special Christmas music service).

### **Coordinator:**

Michael Peeler

### **Length of Service:**

No specific length; as the Lord leads

### **Specific Types of Service:**

·Soprano ·Alto ·Tenor ·Bass

### **Special Notes:**

Choir rehearsal is typically on Wednesdays (6-7 pm) in the choir room.

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**Serve Directory**  
Ministry Teams





## ***Christmas Decorating Team***

### ***Function:***

Decorate the sanctuary, foyer and café for the Christmas season prior to December 1 and take down the decorations prior to January 10 each year.

### ***Coordinator:***

Wanda Rockett

### ***Co-coordinator:***

Pattie Davison

### ***Length of Service:***

No specific length; as the Lord leads

### ***Special Notes:***

Any additional decorating requires Pastoral Staff pre-approval.

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## ***Collegiate Ministry Team***

### ***Function:***

To reach college students and connect them with the church.

### ***Coordinator:***

Todd Summerford and Michael Peeler

### ***Role of the Coordinator:***

To assign ministry roles, delegate responsibilities appropriately for all volunteer leaders, communicate necessary information regularly with team members, and provide shepherding to Collegiate Team volunteers

### ***Scope:***

Participate in all assigned Collegiate Team events, activities, and special focus opportunities

### ***Length of Service:***

Seasonally or annually

### ***Specific Types of Service:***

- Bible Study Teacher – prepare and teach appropriate lessons
- BCM Hospitality Crew - help serve food at BCM luncheons and dinners
- International Students - help with ministry to international students
- Initial Contact Team - send text messages to freshmen to pray for them and invite them to church



## ***Cooking Team***

### ***Function:***

Function: To prepare & serve food and clean up after Wednesday-night meals, 55+ Saturday luncheons, Valentine's Banquet and churchwide Thanksgiving meal.

### ***Coordinator:***

Richard McLellan

### ***Length of Service:***

Yearly

### ***Specific Types of Service:***

- Help with meal preparation
- Help serve food
- Donate desserts
- Clean up, including dishwashing

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## ***Discover Class Team***

### ***Function:***

Function: To assist in the conducting of the Discover Parkview class for individuals interested in Membership at PBC. Roles include serving a meal, hosting a table, assisting with preparation and clean-up.

### ***Coordinator:***

Director of Ministry Services (Nancy Rizzi)

### ***Length of Service:***

Yearly

### ***Specific Types of Service:***

- Assist with serving of a meal.
- Serve as a table host with a potential member or new family.
- Assist with setup and cleanup

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**Serve Directory**  
Ministry Teams

## **55+ Ministry Team**

### **Function:**

Function: To help in decorating, planning and executing events and activities for 55+ members

### **Coordinator:**

Merlin Liverman

### **Length of Service:**

No specific length; as the Lord leads

### **Specific Types of Service:**

- Help decorate for 55+ Luncheons
  - Help plan short trips
  - Help in ministry events or activities
- 

## **Funeral Ministry Team**

### **Function:**

Show love and compassion for family and friends of a church member after a funeral service by providing a meal.

### **Coordinator:    Co-coordinator:**

Betty Istre       Brenda Spiers

### **Length of Service:**

No specific length; as the Lord leads and as needed

### **Specific Types of Service:**

- Provide a cooked dish for the post funeral meal.
  - Help to serve food and drinks for the meal.
  - Assist with setup and cleanup for the meal.
- 

## **Greeting Team**

### **Function:**

To make people feel welcome when they enter the sanctuary for worship services or events.

### **Coordinator:**

Suzanne Manuel

### **Length of Service:**

No specific length; as the Lord leads and as needed

### **Special Notes:**

- Must be flexible and willing to arrive 30 minutes prior to services or events.





## ***GriefShare Ministry Team***

### ***Function:***

To love and minister to men and women who are grieving/mourning the death of a loved one. Scope includes members and non-members.

### ***Coordinator:***

Dianne Miller

### ***Length of Service:***

No specific length; as the Lord leads and as needed

### ***Specific Types of Service:***

- Small group leader (after video session)
- Facilitator

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## ***Hospitality Team***

### ***Function:***

Decorate and direct set-up for church receptions and fellowships.

### ***Coordinator: Co-coordinator:***

Julee Frazier Susan Partrich

### ***Length of Service:***

No specific length; as the Lord leads and as needed

### ***Specific Types of Service:***

- Serving food and drinks
- Washing linens after use
- Cleaning up after events

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**Serve Directory**  
Ministry Teams



## ***Kindred Ministry Team***

### ***Function:***

- To help new widows by visiting each one and giving them a packet of information with steps to talk about their banking, social security, succession, etc. and provide information about the Grief Share Ministry and Sunday School classes.
- To assist all widows by being a resource for questions and to promote social interaction with other widows through a quarterly luncheon.
- To encourage all widows to attend church and Sunday School regularly.
- To refer widows with maintenance concerns to the Deacons for help.

### ***Coordinator:***

Lynn Cox McWhorter

### ***Special Notes:***

- All volunteers need to have experienced a time of grief in their personal life.

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## ***Lord's Supper Prep Team***

### ***Function:***

To prepare Lord's Supper elements and place in front of the platform in the sanctuary when the ordinance is observed.

### ***Coordinator:***

Huey Beason

### ***Length of Service:***

No specific length; as the Lord leads and as needed

### ***Specific Types of Service:***

- Prepare elements of the Lord's Supper for each designated service and place on the altar table in front of the sanctuary prior to the beginning of the worship service.
- Collect and clean up after use.

## **Media Team**

### **Function:**

To enhance corporate worship services, special teaching and learning opportunities, and other church and school events with appropriate sound, lighting and video resources.

### **Coordinator:**

Michael Peeler

### **Co-coordinator:**

Robbie Vinson

### **Length of Service:**

No specific length; as the Lord leads and as needed

### **Specific Types of Service:**

- Sound mixer – assist in setting up mics, cables, equipment, stands; responsible for monitoring vocal, instrumental, and recorded sounds to ensure high-quality audio presentations for live and recorded broadcasts
- Lyric projectionist – assist with accurate and timely screen prompts for worship and educational information; control changes from videos, graphics, and computer-projected lyrics for events in a consistent and professional manner within the guidelines of church branding and Pastoral Staff requests
- Camera operator – navigate multiple remote-control cameras to capture live action for live stream, YouTube, and recorded archival broadcasts; work alongside the live switcher to ensure smooth transitions and proper coverage of service or event elements
- Live switcher – change between scenes, launch different types of media/broadcasts, and adjust streaming settings; work alongside the camera operator to ensure smooth transitions and proper coverage of service or event elements

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## **Mission Cafe Team**

### **Function:**

To prepare and serve coffee on Sunday mornings in the Mission Cafe.

### **Coordinator:**

Brenda Spiers

### **Length of Service:**

No specific length; as the Lord leads and as needed

### **Specific Types of Service:**

- Prepare coffee carafes, wash after each use
- Work coffee machine in Mission Cafe
- Clean stations after each use

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**Serve Directory**  
Ministry Teams

## ***Nursery Ministry Team***

### ***Function:***

To provide extended care for Bed Babies and Toddlers (to age 4) during worship services

### ***Coordinator:***

Director of Children's Ministries (Gina Wilson)

### ***Length of Service:***

No specific length; as the Lord leads and as needed

### ***Special Notes:***

·Background checks are required for all volunteers who interact with minors.

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## ***Nursing Home Ministry Team***

### ***Function:***

Minister to residents at various nursing homes in the area through singing and preaching of the Word.

### ***Coordinator:***

Merlin Liverman

### ***Length of Service:***

No specific length; as the Lord leads and as needed

### ***Specific Types of Service:***

- Song leaders
  - Pianists
  - Devotion leaders
- 

## ***Security Team***

### ***Function:***

Provide security for all functions of the church through cameras & monitors, physical observation and coordination with paid police personnel.

### ***Coordinator:***

Brandon LaBorde

### ***Length of Service:***

No specific length; as the Lord leads and as needed

### ***Special Notes:***

Background check is required for all volunteers.



## ***Share and Care Initiative Team***

### ***Function:***

Make (cut, sew & package) washable, re-usable feminine products and provide undergarments, soap and washcloths for teenage girls in under-privileged areas. These products will be distributed by missionaries as they witness to families. The goal of this initiative is to prevent girls from missing a week of school every month.

### ***Coordinator:***

Fern Summers

### ***Co-coordinator:***

Sarah Finn

Coordinators will ensure the project is ongoing and streamlined with the necessary fabric and materials needed for the project. This includes purchasing undergarments, soap, and washcloths to package with the feminine products that will be made.

### ***Special Notes:***

- All monies donated will be given directly to Parkview Baptist Church.
- All purchases will be made by coordinators only.
- Receipts for all purchases will be submitted to PBC for reimbursement.
- James 2:15-16 "Suppose a brother or sister is without clothes and daily food. If one of you says to him, 'Go, I wish you well; keep warm and well fed,' but does nothing about his physical needs, what good is it?"

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## ***Student Ministry Team***

### ***Function:***

To lead in Student Ministry by serving in various roles for Sundays, Wednesdays, and trips/events

### ***Coordinator:***

Director of Student Ministries (Todd Summerford)

### ***Length of Service:***

While there is no defined length of service in Student Ministry, team members are encouraged to conduct yearly self-evaluations and counsel with appropriate church staff to determine whether to continue serving.

### ***Special Notes:***

- Background checks are required for all volunteers who interact with minors.

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**Serve Directory**  
Ministry Teams

## ***Student Ministry Team Cont.***

### ***Specific Types of Service:***

- Sunday School Teacher – prepare and teach appropriate lessons
- Midweek Volunteer – serve in a variety of roles to provide a safe, engaging environment for students to worship and fellowship
- Event Leader – participate in events by interacting with students and ensuring that all things necessary for the event to happen are in place. Driving is sometimes required.
- Trip Leader – travel with students on trips (camps, retreats, etc.) and participate in all activities as required. Driving is sometimes required.

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## ***Ushers Team***

### ***Function:***

Help worship attenders find seats when needed, provide information and/or directions, collect offering.

### ***Coordinator for 8:30am Service:***

*Needs to be filled*

### ***Coordinator for 11:00am Service:***

O.T. Smith

### ***Length of Service:***

No specific length; as the Lord leads

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## ***Vacation Bible School Ministry Team***

### ***Function:***

To lead in Vacation Bible School through various roles

### ***Coordinator:***

Director of Children's Ministries (Gina Wilson)

### ***Length of Service:***

While there is no defined length of service in Student Ministry, team members are encouraged to conduct yearly self-evaluations and counsel with appropriate church staff to determine whether to continue serving.

### ***Special Notes:***

- Background checks are required for all volunteers who interact with minors.

## ***Vacation Bible School Ministry Team Cont.***

### ***Specific Types of Service:***

- Decoration Team Member – assist with creating decorative items and setting up the areas of use for VBS
- Bible Study Leader – prepare and teach appropriate lessons as assigned
- Crew Leader – lead children between rotations and assist with activities at each rotation location
- Craft Leader – assist with planning for craft activities and lead different student groups to complete crafts
- Recreation Coordinator – assist with planning for recreation activities and lead different student groups in recreation time
- Music Team Member – work with Music Coordinator to lead groups in the music rotation to teach songs and motions
- Missions Leader – lead the missions rotation for groups through teaching and appropriate activities
- Kitchen Crew Member – work with the Kitchen Coordinator to prepare and serve meals each night
- Nursery Leader – provide nursery care for workers' children (2 years and younger)

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## ***Worship Musicians Team***

### ***Function:***

Help attenders worship each Sunday morning and for special events through musical instruments and/or vocal presentations as directed by the coordinator.

### ***Coordinator:***

Michael Peeler

### ***Co-coordinator:***

Robbie Vinson

### ***Length of Service:***

- No specific length; as the Lord leads
- Participation is open for weekly services, specific events, and seasonal presentations.

### ***Specific Types of Service:***

- Pianist
- Organist
- Instrumentalist (solo or group players; band or orchestra settings)
- Vocalist (solo or group singers; choir or praise team members)

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Ministry Teams



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Love God. Love People. Make Disciples.